

**METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
HUMAN RESOURCES DEPARTMENT**

INSPECTION/DUPLICATION OF RECORDS REQUEST

Per Tenn. Code Ann. 10-7-503(a) and as adopted by Metro Executive Order 35, unless another provision in law specifically requires written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records. Per Metro Executive Order No. 35 a department may require a request for copies of public records to be in writing. Your request will be processed as soon as reasonably possible and normally within seven (7) business days. If the request cannot be reasonably processed within seven (7) business days you will be notified.

1. Name of requestor: _____
(Print or Type; Initials of requestor are required for copy requests)

2. Form of identification provided (*If required*):
____ Photo ID issued by governmental entity including requestor's address
____ Other: _____

3. Requestor's address: _____

4. Contact Phone Number: _____

5. Request for: ____ inspection only or ____ copy

6. Please provide a detailed description of the record(s) including relevant date(s) and subject matter:

Requests may be hand delivered or mailed to:

Human Resources Department
222 Third Avenue North, 2nd Floor
Nashville, TN 37201

You may fax the request to our fax number: 615-862-6654 or email to tara.stewart@nashville.gov

FOR OFFICE USE ONLY

Employee receiving request: _____
(Print or Type and Initial)

Date and time request received: _____

Response: ____ same day or date provided _____.

Cost Estimate

7. Cost estimate provided at time of request (if applicable):

a. Number of pages to be copied: _____ Estimated

b. Cost:

(1) Per page letter or legal sized \$ _____ (\$0.15) per black and white \$ _____ (\$0.50) per color

c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____

Labor at \$ _____ /hour for _____ hour(s).

Labor at \$ _____ /hour for _____ hour(s).

Labor at \$ _____ /hour for _____ hour(s).

d. Programming cost to extract information requested: _____

e. Method of delivery and cost: _____ Estimated

_____ On-site pick-up _____ U.S. Postal Service Other: _____

f. Estimate of total cost to produce request: _____

g. Estimate provided to requestor: _____ in person _____ by U.S.P.S. _____ by phone

Other (explain):

8. Payment:

a. Form of payment: _____ Cash or _____ Check

b. Amount of payment: _____

c. Date of payment: _____

d. Actual cost (and adjustment if prepaid): _____

9. Date of access to records _____ and/or delivery of copies: _____

Signature of Records Custodian

Date

Signature of Requestor

Date